



King County

**BUSINESS AND FINANCE OFFICER I
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
COMMUNITY SERVICES DIVISION / HOUSING AND COMMUNITY DEVELOPMENT**

Hourly Rate Range: \$24.00 - \$30.42

Job Announcement: 06VB6005

OPEN: 4/19/06 CLOSE: 4/28/06

WHO MAY APPLY: This career service position is open to all qualified candidates

WHERE TO APPLY: Required forms and materials **must** be sent to: Karen Liebert, King County Housing and Community Development, 821 Second Avenue, Suite 500, Seattle, WA 98104. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Florence Nabagenyi at 206-296-8670 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. **IF you deliver your application, please come to Suite 500. Faxes are accepted – but must be followed with a hard copy. No emails will be accepted.**

FORMS AND MATERIALS REQUIRED: •A King County application form, •resume and •letter of interest detailing your background and describing how you meet or exceed *each* of the numbered qualifications (#1-12) below are required. A King County application can be downloaded from the King County web site, <http://www.metrokc.gov/ohrm/jobs/>, or picked up from Room 450 in the King County Administration Building, 500 4th Avenue, Seattle.

WORK LOCATION: 821 Second Avenue, Suite 500, Downtown Seattle.

WORK SCHEDULE: This position works a 35 hour work week; Monday through Friday; 8:30 am – 4:30 pm and is overtime eligible.

PRIMARY JOB DUTIES INCLUDE: This position assists the Business Finance Officer III to ensure compliance with contracts, GAAP and county accounting standards by completing accounting requirements in the Community Service Division, Department of Community and Human Services.

- Review, analyze and/or evaluate proposed grant expenditures for Federal, state grant, and loan programs which may include HOME Entitlement, Community Development grant, Shelter plus care, McKinney, THORA and other multiple grants.
- Monitor the programs listed above and perform budget maintenance activities and reconciliation between IDIS (Federal Financial System), ARMS and in-house Database.
- Provide leadership and support to Fiscal Specialist III's including daily accounting functions.
- Update and maintain data and other information for projects, databases, budget models and systems; execute queries using MS Access to aid in the automation of the existing accounts payable process. Monitor data in three systems and research discrepancies.
- Analyze financial records and reports which may include ARMS, HUD'S IDIS mainframe system and internal subsidiary systems to ensure accurate accounting of costs, revenues and budgets for all grants including corrections and adjustments when necessary.
- Prepare preliminary annual financial reports including CAPER for review and approval by

supervisor.

- Other duties as assigned.

QUALIFICATIONS:

1. Degree in business administration, accounting or related field plus two years experience in grant accounting in a non profit or government environment, or equivalent education and experience to perform the job duties.
2. Two years of progressive responsibility for a large Federal grant, including reconciliation and monitoring.
3. Demonstrated leadership skills and ability to work independently and as part of a team.
4. Experience in fund accounting and mainframe financial systems i.e. ARMS, HUD IDIS, and internal subsidiary systems.
5. Knowledge of GAAP.
6. Knowledge of operating and capital budgeting concepts and practices.
7. Knowledge of revenue collection principles and practices.
8. Ability and experience working on multiple tasks simultaneously and under tight reporting deadlines.
9. Effective oral communication and interpersonal skills including working with individuals from diverse backgrounds to answer questions and confirm grant related procedures.
10. Proficiency in the use of personal computers including MS Word, Excel, Access, and Outlook.
11. Advanced knowledge of computer and software systems including the ability to trouble shoot and resolve system errors.
12. Demonstrated punctuality and dependability in daily attendance.

CLASS CODE: 2131100 SEQUENCE NUMBER: 35-8161-0075